

Revising and Editing Help for Written Communications

Setting up your Computer to Edit Work

For Microsoft Word 97-2003

1. Select drop down menu Tools
2. Select Options
3. Select Spelling and Grammar Tab
4. Under Grammar and Writing Style, select (drop down arrow) Grammar and Style
5. Select Settings
6. Under Require: Comma after list before and-select ALWAYS; Punctuation INSIDE quotes; spaces between sentences-you choose; however, two spaces are required between sentences.
7. Under Grammar--check all
8. Under Style—check all
9. Okay
10. Okay

For Microsoft Word 2007

1. Select the Microsoft Icon on the top left of the screen
2. Select Word Options on the bottom right of the box
3. Select Proofing on the left column (third choice)
4. Under the heading *when correcting grammar and spelling*, select (drop down arrow) Grammar and Style
5. Follow same directions from number five through number ten as instructed above

Any new, typed document will have the correct grammar and style settings. As papers are edited and revised, pay attention to the common grammatical errors made repeatedly.

Revising and Editing Questions





1. Does my paper meet the requirements of the assignment?
2. Have I thought about my purpose as a writer and my relationship to the audience?
3. Have I identified the question, issue, or problem to which my paper responds?
4. Do I have a thesis—a main claim or principal assertion—that is stated precisely and fully?
5. Do I have an introduction that establishes for readers the subject, my purpose in writing, and a general sense of how my paper will be developed?
6. Are my ideas developed through a series of clearly and logically related points?
7. Are all major points fully reasoned and supported with evidence?

8. Do I have a conclusion that relates naturally to my paper and gives an effective sense of ending or closure?
9. Does my text flow? Is there anything that will distract readers in my crafting of sentences or choice of words?
10. Have I proofread carefully for problems of grammar, usage, spelling, and punctuation?
11. Have I formatted the final copy of my paper properly, including the choice of documentation style that is correct for the context?
12. Does my paper have an appropriate and effective title?

Source: The Allan K Smith Center for Writing and Rhetoric

Editing and Proofreading Marks

The following symbols are examples of standard editing marks used in proofing papers.

Symbol	Meaning	Example
	insert a comma	The mayor's brother, I tell you, is a crook.
	apostrophe or single quotation mark	I wouldn't know where to put this vase.
	insert something	I know it in fact, everyone knows it. ;
	use double quotation marks	My favorite poem is "Design."
	use a period here	This is a declarative sentence .
	delete	The elephant's trunk is is really its nose.
	transpose elements	He only picked the one he likes.
	close up this space	Jordan lost his favorite basket ball.
	a space needed here	I have only three#friends: Ted, Raoul, and Alice.
	begin new paragraph	"I knew it," I said. ¶ "I thought so," she replied.
	no paragraph	"I knew it, she said. No ¶ "He's no good."